Employee #: _____

OFFICE OF BUSINESS AND ADMINISTRATIVE SERVICES

KEY REQUEST FORM

Note: **Smart Classrooms do not have keys** *and can only be accessed with Activated Employee Badge.*
*. **NO KEYS can be issued for Smart Classrooms**.*
Please report to Business office any problems accessing a Smart Classroom with an activated badge.

First Name: _____   Last Name: _____

Title/Position: _____   Dept./Program: _____

Hm Address: _____

City: _____   State: _____   Zip: _____

Personal Hm/Cell Ph #: _____

Personal Email: _____

==**Program Director or Dept. Chair:**==
Please Complete & Sign before Division Administrator/Dean signs.

Date: _____

Employment Status*
Please Check One:
____Full-Time / _____ Part-Time
____Independent Contractor
____Other: _____

***Please Note:** ==Students, Part-Time Employees/Instructors and Independent Contractors are not authorized to receive keys;== Adjunct Instructors can only receive Badge Activation for Smart Classrooms.

X _____
Signature of Dept/Program Head

_____
Please print Name of Dept. or Program Head Approving Request

FOR SMART ROOM BADGE ACTIVATION: Badge # _____

Request Access to following Classrooms: _____   Date Badge Activated:_____

Problems w/badge activation for the following classrooms: _____   Badge Activated By:

The Peralta Community College District has loaned the key(s) listed below. Keys form a significant part of the security of each campus. It is your responsibility to make sure that these keys are not duplicated. Return key(s) to the Business Services Facilities Coordinator when you have completed your exit process from the college or when you no longer need the key on a regular basis==. **Loss of this key must be reported immediately to the Business Office at ext.2407. A replacement charge of $25.00 for a regular key, $50.00 for Sub-Master key and $75.00 for a Grand Master key will be charged.**== *Approval by the appropriate Dean is needed prior to the issuance of replacement keys.*

I have read the above paragraph

x_____
Employee Signature

Rooms (s) Requested ↓	Key(s) Issued ↓	Date Received ↓	Employee Signature ↓	Date Returned ↓	Signature (Business Office) ↓
1.			X		X
2.			X		X
3.			X		X
4.			X		X

For Office Use Only:

_____   _____
Division Administrator/Dean   Date

_____   _____
Business Services Manager   Date

_____   _____
Key Issued By   Date